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Term-End Examination

December, 2013

OIEL-001 : TECHNICAL ENGLISH

Time : 2 hours

Maximum Marks : 70

Note : Attempt any five questions. Question No. 1 is compulsory.

1. This question contains 7 objective type questions.
Write the suitable answer on the answer book.
- (a) The country commissioners said that _____ going to discuss the taxation issue at the meeting next week. **7x2=14**
- (i) they're
 - (ii) there
 - (iii) their
 - (iv) thei'r
- (b) Parity means :
- (i) equality
 - (ii) mimicry
 - (iii) antipathy
 - (iv) sympathy

- (c) Tenure refers to :
- (i) termination of employment
 - (ii) guarantee of employment
 - (iii) length of employment
 - (iv) period of employment

Instruction: for question No. d, e, f, g - Do as directed.

- (d) It is believed that no action should be taken.
(change into active voice)
- (e) Spying on firms has become a multi-million pound industry. (identify subject and object)
- (f) "We feel that your complaint arises from the misunderstanding". (change into passive voice)
- (g) She dutifully observes all its quaint rules.
(identify adverb)

2. What are the points to be kept in mind during an Oral Presentation ? 14
3. Write a job application for the post of graphic designer in a firm namely, Derign Deluxe, stating the necessary qualifications that you have. 14
4. State the importance of report writing in a company/firm and list the parts of the report. 14
5. How is a power point presentation useful ? What are the useful Phrases in a presentation ? 14

6. Draft a formal invitation to the Chief Executive Officer of a company to attend your board of management meeting on 19th May, 2012. **14**
7. How will you prepare yourself for an effective participation in a group discussion ? **14**
8. Attempt *any four* of the following : **3.5x4=14**
- (a) Prepare memos for the proposed Departmental managers' meeting.
 - (b) Explain the structure and principles of a formal invitation.
 - (c) Write the importance of kinesics (body language).
 - (d) Give synonyms for the following words:
disinterested, exorbitant, synthesis, controversy, Laucunae
 - (e) Give antonyms for the following words:
direct, encourage, disagreement, readable, kindly.
 - (f) Describe 'Evaluation'.
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